



OFFICE OF VITAL STATISTICS

**APPLICATION FOR FLORIDA BIRTH RECORD
(FOR APOSTILLE or EXEMPLIFIED CERTIFICATION)**

TO ENSURE YOU ARE ORDERING WHAT IS NEEDED, PLEASE READ THIS ENTIRE APPLICATION (FRONT AND BACK) PRIOR TO COMPLETING The Office of Vital Statistics no longer forwards records to the Department of State (DOS) for the DOS Apostille/Exemplified Certification process. If you require an apostille or exemplified certification by the DOS, once this record is received by you from our office, you will need to forward it to the DOS. Please read the back of this application for their mailing, street and website addresses and telephone number. You MUST be sure to use this application when requesting certification from our office to ensure you receive the type of certification needed for forwarding to the DOS for their apostille/exemplified certification process.

If applicant is self, parent, guardian, or legal representative, the applicant must complete this application and provide a copy of a **current valid photo identification**. If applicant is not one of the above, the Affidavit to Release a Birth Certificate, DH Form 1958 must be completed by an authorized person and submitted in addition to this form. Acceptable forms of identification are the following: **Driver's License, State Identification Card, Passport, and/or Military Identification Card.**

SECTION A INFORMATION ON REGISTRANT (CHILD NAMED ON RECORD). All fields below ARE REQUIRED AND MUST BE completed

CHILD'S FULL NAME AS SHOWN ON BIRTH RECORD →	FIRST			MIDDLE	LAST	SUFFIX
IF NAME WAS CHANGED SINCE BIRTH <u>OTHER THAN BY MARRIAGE</u> , INDICATE NEW NAME →	FIRST			MIDDLE	LAST, including any suffix	SEX
DATE OF BIRTH →	MONTH	DAY	YEAR (4-DIGIT)	STATE FILE NUMBER (If known) ↓	COUNTRY WHERE CERTIFICATION TO BE USED ↓ (Required to ensure you receive the correct type of certification)	
PLACE OF BIRTH →	HOSPITAL			CITY OR TOWN	COUNTY	
MOTHER'S MAIDEN NAME (Name before marriage) →	FIRST			MIDDLE	MAIDEN LAST NAME	SUFFIX
FATHER'S NAME (If known) →	FIRST			MIDDLE	LAST	SUFFIX

SECTION B. FEES

1st CERTIFICATION .

\$9.00	X	1	=	
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Additional Certifications: \$4.00 for each additional certification..

	X	Total Add'l Certifications	=	\$
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Additional Years Search. Required only when exact year of birth is not known. \$2.00 for each additional year. The maximum additional year search fee is \$50.00 regardless of the total number of years. Be sure to specify in Section A above, if additional years to be searched.

	X	Total Add'l Years	=	\$
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RUSH: Rush fee will expedite your request within our office by prioritizing your request. Will be mailed 1st class mail UNLESS prepaid self addressed envelope is included with your request.

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PAYMENT MADE PAYABLE TO: Vital Statistics. Check or money order (DO NOT SEND CASH). International payments should be made by Cashiers Check or Money Order in US Dollars.

Florida Law imposes an additional service charge of \$15.00 for dishonored checks.

ENCLOSE COPY OF VALID PHOTO IDENTIFICATION OR YOUR ORDER WILL NOT BE COMPLETED	Total \$
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Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.

SECTION C. APPLICANT NAME/MAILING INFORMATION

Applicant's Name TYPE OR PRINT	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)	
ADDRESS (INCLUDE APT. NO., IF APPLICABLE)	CITY		STATE	ZIP CODE
HOME PHONE NUMBER () WORK PHONE NUMBER ()	RELATIONSHIP TO REGISTRANT		SIGNATURE OF APPLICANT	
IF ATTORNEY, PROVIDE BAR/PROFESSIONAL LICENSE NO.	IF ATTORNEY, PROVIDE NAME OF PERSON YOU REPRESENT AND THEIR RELATIONSHIP TO REGISTRANT			

**INFORMATION AND INSTRUCTIONS
APPLICATION FOR FLORIDA BIRTH RECORD
(FOR APOSTILLE or EXEMPLIFIED CERTIFICATION)**

An apostille is a certification provided under the Hague convention of 1961 for authenticating documents for use in foreign countries. An exemplified certification covers those countries who did not sign the Hague Treaty. The sole function of the apostille or exemplified certificate is to certify the authenticity of the signature of the document. In Florida, the apostille or exemplified certificate contains the original signature of the State Registrar and the Secretary of State.

Once the certification is obtained by you, you will need to forward it to the Florida Department of State (DOS) for the Apostille/Exemplified Certification which is certifying to the signature of Florida's State Registrar. The address for mailing to the DOS is: Department of State, Division of Corporations, Apostille Certification, P.O. Box 6800, Tallahassee, FL 32314-6800; telephone (850) 245-6945. If wanting walk in service or using a courier delivery, the address is Department of State, Division of Corporations, Apostille Certification, Clifton Building, 2661 Executive Center Circle, Tallahassee, FL 32301. We urge you visit their website at www.dos.state.fl.us/ for information you will need regarding their requirements, processing time, fees, etc. Once you access their website, select Corporations, then Apostilles. You will need to be sure you provide the name of the country where the certification is needed to DOS.

AVAILABILITY: Birth registration was not required by state law until 1917, but there are some records on file dating back to 1865.

ELIGIBILITY: Pursuant to Section 382.025, Florida Statutes., birth certificates can be issued only to:

- Registrant (the child named on the record) if of legal age (18)
- Parent(s) listed on the Birth Record
- Legal Guardian (must provide guardianship papers)
- Legal representative of one of the above persons
- Other person(s) by court order (must provide recorded or certified copy of court order), OR
- In the case of a deceased registrant (child named on record), upon receipt of the death certificate of the registrant, a certification of the birth certificate can be issued to the spouse, child, grandchild, sibling, if of legal age, or to the legal representative of any of these persons as well as to the parent.

Any person of legal age may be issued a certified copy of a birth record (except for those birth records under seal) for a birth event that occurred over 100 years ago as after 100 years, they become public record.

If applicant is self, parent, legal guardian or legal representative, then the applicant must provide a completed application along with a copy of current valid photo identification. If legal guardian, a copy of the appointment orders must be included with your request. If legal representative, your attorney bar number, and a notation of whom you represent and their relationship to the registrant must be included with your request. If you are an agent of local, state or federal agency requesting a record, indicate in the space provided for "relationship" the name of the agency. Acceptable forms of identification are the following: Driver's License, State Identification Card, Passport and /or Military Identification Card. If not one of the above, you must complete this application and have a notarized Affidavit to Release A Birth Certificate (DH Form 1958) submitted with your application for the birth record along with a copy of current valid photo identification.

RELATIONSHIP TO REGISTRANT: A person ordering his or her own certificate should enter "SELF". Also, explain if name has been changed; married name, name changed legally (when and where), etc. Others must identify themselves clearly as eligible (see ELIGIBILITY above).

RESPONSE TIME: Processing time in our office can range from 3 – 10 business days. This does not include mail time. If you are short on time, you may want to consider paying the \$10 Rush Fee which will expedite your request by prioritizing your request within our office. Certification(s) are mailed 1st Class Mail unless a prepaid self-addressed express envelope is included with your request.

NONREFUNDABLE: Fees are nonrefundable, with one exception. Fees paid for additional copies when no record is found will be refunded upon written request.

If you need assistance, you may call our Client Services Unit at (904) 359 – 6900, ext. 9000.

MAIL THIS APPLICATION WITH PAYMENT and VALID PHOTO IDENTIFICATION TO:

VITAL STATISTICS - ATTN: CLIENT SERVICES
P.O. BOX 210
Jacksonville, FL 32231-0042
(Street Address: 1217 North Pearl Street – 32202)

PLEASE VISIT OUR WEBSITE
http://www.doh.state.fl.us/planning_eval/vital_statistics/index.html